



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY
THE DEPUTY CHIEF OF STAFF, G1
UNIT 29351
APO AE 09014-9351

AEAGA-CE

21 November 2003

MEMORANDUM FOR ALL EXECUTIVE OFFICERS OF HQ USAREUR STAFF
PRINCIPALS

SUBJECT: Issuance of Updated Civilian Human Resources (CHR) Integrated Definition/Model Task Listings (IDEF)

1. Reference enclosed memorandum, HQDA, 20 Oct 03, subject: Issuance of the Updated Civilian Human Resources (CHR) Integrated Definition/Model Task Listings (IDEF).
2. The IDEF is an important document in that it identifies principal functions, tasks, and sub-tasks of Army CHR, and clarifies who is responsible for carrying out these tasks. Those responsible, referred to as task owners, extend beyond the civilian personnel community, and include managers, employees, the Civilian Human Resources Agency (CHRA), the MACOM, and DA.
3. It is worth noting that CHR operations are funded and staffed to perform tasks in accordance with the IDEF. This document defines work that cannot be performed outside the parameters set by the IDEF without appropriate resources and approval. It also provides a guide for MACOM commanders and managers for making CHR operational work assignments, and serves as a basis for CHR operational policy, rules, and regulations.
4. The CHR IDEF was updated by DA and took effect 1 October 2003. Every manager and supervisor of civilian employees needs to review this very important document and be aware of their responsibilities, in accordance with the IDEF. The updated document is available on the Civilian Personnel On-Line (CPOL) website at www.cpol.army.mil.

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Encl
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RUSSELL L. FRUTIGER
Brigadier General, GS
Deputy Chief of Staff, G1